



COACH / MENTOR

NATURE OF WORK

Serves the public with coaching and mentoring by providing the direction needed to successfully teach and implement the assigned curriculum and practices, which promote high quality learning and school readiness within established guidelines and standards.

DISTINGUISHING FEATURES

Work involves planning, organizing, and tracking the training and development of a diverse staff and external partners.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Conducts center and home-based site observations to promote developmentally appropriate practices, sound program approaches to delivery of services, and impart culturally and linguistically appropriate beliefs.

Administers the Classroom Assessment Scoring System (CLASS) twice a year and analyzes ongoing assessment data to measure improvement in child outcomes

Assists with the assessing and analyzing of child outcomes data as directed.

Provides one-to-one reflective strategies for improving teacher-child interactions and how to work with culturally, linguistically, and developmentally diverse groups of children.

Maintains current knowledge of the program's curriculum and operational procedures related to early care and education and ensures implementation.

Distributes latest research-based resources, professional growth opportunities, and materials.

Develops individual coaching plans, with specific goals and areas for growth identified which are based on classroom and teacher observations.

Builds and maintains collaborative working relationships with a diverse staff and external partners.

SUPERVISION RECEIVED

Works under the supervision of relevant Team Leader who allows some latitude and independence in carrying out tasks and assignments to completion. Work is reviewed for timely accomplishments of tasks, for overall results achieved, and the degree to which the work meets the needs of the persons served.

SUPERVISION EXERCISED

Supervision is not a responsibility of this position, although functional direction will be exercised over other employees and trainees.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in an office and classroom setting, although home visits involve traveling throughout the county. Ability to lift up to 60 pounds occasionally is required. Also, must be able to own and operate a personal vehicle independently. Work involves the ability to stand for periods of time, and operate equipment for training. Work activities may also involve attending meetings, conferences, and training, that involves out-of-town travel.

SUCCESS FACTORS

Knowledge of Early Childhood Development programming.

Working knowledge of Head Start and Early Head Start Performance Standards and Child Care Licensing regulations.

Technically competent with various software programs such as Outlook, Word, Excel, Power Point, etc.

Ability to work both independently and in a team-oriented, collaborative environment is essential.

Ability to effectively model and provide reflective strategies for improving teacher interactions with children and families.

Knowledge of CLASS and maintain certification once reliable.

Knowledge of ITERS and ECERS-R.

Knowledge of Research-Based Coaching.



Ability to communicate effectively both orally and in writing.

Ability to maintain required records and prepare reports.

EDUCATION, TRAINING AND EXPERIENCE

Bachelor's Degree in Early Childhood Education or related field. At least two years of experience teaching with increasing levels of responsibility and demonstrated leadership traits. Experience with mentoring and training early childhood practitioners preferred. Educational experience and training in Early Brain Development, Infant Mental Health, Responsive Caregiving, and/or Reflective Supervision preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid IL Driver's License.

Must meet Illinois DCFS licensing standards.

CLASS Certification

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.